



**Board of Assessors  
730 Massachusetts Avenue  
Arlington, MA 02476**

Date: 06/27/2022

Time: 5:30 pm

Location: Assessors' Office Conference Room, 1<sup>st</sup> Floor, Town Hall

**Minutes:**

The meeting was called to order at 5:30 pm, by William Zagata. Mary Winstanley O'Connor seconded the motion, voted unanimously.

- In attendance: Mary Winstanley O'Connor, William Zagata, Gordon Jamieson and Dana Mann.
- William Zagata motioned to approve the minutes from the June 2, 2022 meeting. Mary Winstanley O'Connor seconded to motion, voted unanimously.
- Review list of 504 Personal Property Accounts & I & E returns, including top commercial property owners.
- William Zagata made a motion to offer the Data Collector position to Mitchell Suarez, seconded by Gordon Jamieson, voted unanimously.
- Discussed DOR training. Both William Zagata and Gordon Jamieson have completed modules for classification qualification.
- Director reviewed status of new building permit system.
- The Board of Assessors recognizes the dedication and commitment of Assessors' staff member Mary Dallas, in producing the FY 2023 preliminary commitment file under difficult circumstances.
- Motion to enter executive session at 6:20pm was made by Gordon Jamieson. Seconded by Mary Winstanley O'Connor, voted unanimously.
- Motion to exit executive session and adjourn the meeting was made by William Zagata at 6:41pm. Motion seconded by Gordon Jamieson, voted unanimously, meeting adjourned.
- Next meeting planned for July 28, 2022

Respectfully submitted,  
Dana Mann